



Right of Way (ROW) Occupancy Permits Online Permitting (ROW E-Permitting)

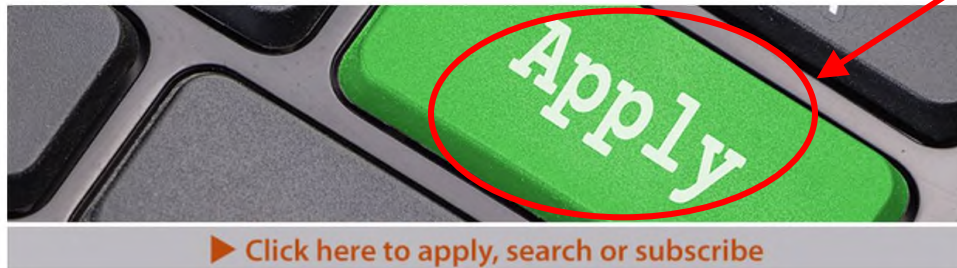
HOW TO TRANSFER A ROW PERMIT

CREATE YOUR USER ACCOUNT

To submit an online application, you must create a ROW E-Permitting user account. You cannot use an existing District user account that you may have created for other types of District permits (e.g., water use, ERP, Works of the District, etc.). The ROW E-Permitting User Account can **ONLY** be created at www.sfwmd.gov/rowpermits (see screen shot below). If you attempt to log in with a user account that was created at another District webpage or for other District permits, you will not be able to do so.

How to Use ROW E-Permitting

ROW E-Permitting is easy and convenient. For the best experience, the District recommends that users review available [helpful tips for use of the system](#) prior to filing an application. There is also a [user's guide for the mapping tool](#) in ROW E-Permitting. The mapping tool identifies the location of proposed work in or use of the District's right of way. To get started using ROW E-Permitting, click the button below to file online applications or search permit records.



LOG IN AND CHOOSE THE TRANSFER ROW PERMIT OPTION

Log in to ROW E-Permitting. You must login at the same location where you created your user account (see screen shot above). When you log in, you will see a screen that looks like the one below. Choose the **"Apply for ROW Permit Transfer"** option.

Application No.	Action Required	Canal Name	Scope Of Work	Status	Date Submitted
210913-616347	Complete Your Application	C-14		InComplete	09/13/2021
210811-582309	Complete Your Application	C-51	Fences	InComplete	08/11/2021
210810-581804	Complete Your Application	C-51	Fences	InComplete	08/11/2021
210624-513821	Complete Your Application			InComplete	06/24/2021

SEARCH FOR THE ROW PERMIT YOU WISH TO TRANSFER

Choose the “**Search Permits**” tab. The most common ways to search for permits is by:

- ROW Permit number
- Street Address
- Name of Previous Property Owner

In the example below, the search was performed by typing in the address. When you find the correct ROW Permit to be transferred, click “**Start Transfer**”.

The screenshot shows the SFWMD Permitting Portal interface. The user is logged in as 'Eliu'. The main heading is 'ROW Permit Transfer'. A message states: 'To transfer a Right of Way Occupancy Permit to a new party, please select from the list below by clicking the blue button. If a permit does not have a button, this indicates that there is already an action pending for that permit.' Below this is a search bar with the text '13530 SW 144th Parkway' and a 'Search' button. The search results are displayed in a table:

Permit No	Permittee	Address	Canal Name	Scope of Work	Status	Issue Date	Action
11284	[REDACTED]	13530 SW 144TH PARKWAY, OKEECHOBEE, FL 34974	C-38		Resolved-Completed	02/21/2016	Start Transfer

STEP ONE: ADD THE APPLICANT/AGENT/PAYER ASSOCIATED WITH THE TRANSFER

As shown below, the current permittee for the ROW Permit you selected is listed. You must add the names and contact information for those who will be associated with the transfer (e.g., the “new” permittee) who will also be the applicant by clicking the “**Add Applicant/Agent/Payer**” button. The “*applicant*” is the person to whom the permit will be transferred, the “*agent*” is someone acting on behalf of the applicant (e.g., attorney, employee, etc.), and the “*payer*” is the party who will make the payment. The payer is most often the same as the applicant. Every application must have a payer.

The screenshot shows the SFWMD Permitting Portal interface for the 'Application No. 220525-698774 - Transfer for Permit 11284'. The user is logged in as 'Eliu'. The main heading is 'Application No. 220525-698774 - Transfer for Permit 11284'. The interface has tabs for 'Applicant(s)', 'Documents', 'Agreement', and 'Payment'. A message states: 'Please click the "Add Applicant/Agent/Payer" button to add your information as an applicant (the person seeking to transfer the ROW Permit into his/her/its name) and payer (the party that pays the filing fee).' Below this is a table for 'Add Applicant/Agent/Payer' with columns: Full Name, Company, Phone, Email, Address, and Association. Below this is a section for 'Current Permittee / Owner Information' with columns: Full Name, Company, Phone, Email, Address, and Association. The current permittee information is listed as: [REDACTED], 13530 SW 144TH PARKWAY, OKEECHOBEE, FL 34974. At the bottom right, there are 'Save' and 'Next >>' buttons.

After clicking the **“Add Applicant/Agent/Payer”** button, you can create a new customer or search the database to see if the person, company, or governmental entity is an existing customer. More than likely, you will choose to create a new customer. If you select an existing customer entry from the database, all of the information associated with that entry must be correct and up to date for you to use it.

The screenshot shows the SFWMD Permitting Portal interface. At the top, it says 'Welcome Eliu' and 'Application No. 220525-698774 - Transfer for Permit 11284'. There are buttons for 'Save', 'Close', and 'Cancel'. Below this, there's a navigation bar with 'My Dashboard', 'Search Records', and 'Apply for ROW Permit (New)'. The main content area is titled 'Search the Customer Database or Create a New Customer'. It contains a yellow instruction box: 'Please check the customer database to determine if your name and/or business is already on file. If the search shows that you are not in the database, click the "Create New Customer" button to enter your information into the customer database.' Below this, there are input fields for 'Company Name', 'Full Name (i.e., John Smith)', 'Email', and 'Phone'. There are also 'Search', 'Reset', and 'Create New Customer' buttons. A 'Next>>' button is at the bottom right.

When the window below opens, be sure to complete each required field (those fields noted with a *). If you fail to provide all the required information, your application will be deemed insufficient and returned to you. (Note: Pop-up windows must be enabled on your browser to complete these windows.)

The screenshot shows the 'New Customer' form within the SFWMD Permitting Portal. The form is titled 'New Customer' and has a checkbox for 'Is this a business?'. It contains several required fields marked with an asterisk (*): 'First Name', 'Last Name', 'Suffix', 'Email', 'Phone', 'Address 1', 'Address 2', 'Country', 'State', 'City', and 'Zip Code'. There are also dropdown menus for 'Suffix' and 'State'. The 'Country' dropdown is set to 'US'. There are 'Next>>' and 'Save' buttons at the bottom right.

Choose the **"Party Type"** and be sure to click the **"Finish"** button. In the example below, the customer is both the applicant and the payer. On the next screen, click **"Next"**.

Choose the party type and click finish

New Customer

Is this a business? ☐

First Name * John Last Name * Smith

Suffix III Email * john.smith@emailprovider.com

Phone * (561) 555-1212 Address 1 * 100 Main Street

Address 2 Country * US

State * Florida City * West Palm Beach

Zip Code * 33401

Party Type

Select the above-selected customer an Applicant, Agent or Payer? Choose all that apply.

☒ Applicant

☐ Agent

☒ Payer

<< Back Finish

STEP TWO: UPLOAD YOUR DOCUMENTS

Follow the instructions and upload (or **"add"**) PDFs of the required documentation. When finished, click the **"Next"** button.

SFWMD Permitting Portal Welcome Eliu

Application No. 220525-698774 Transfer for Permit 11284

Save Close Cancel

1 Applicant(s) 2 Documents 3 Agreement 4 Payment

Each document uploaded into ROW E-Permitting must be scanned as a high quality PDF and named with a common name to explain what it is (e.g., site plan, survey, deed, project narrative, insurance certificate, etc.). You are required to upload each different document type separately, so be sure to scan, name and save your documents on your device as individual documents. Start by clicking the "Add" button, choose your saved file that you want to upload, and then select the corresponding document category. Applications that do not include separate named documents will be returned to the applicant for correction.

FOR TRANSFERS: Please upload a .pdf of the deed or lease showing that the applicant is eligible to transfer the ROW Permit into his/her/its name. Confidential terms of the lease must be redacted before uploading.

Recent attachments (0)

Add

<< Back Save Next >>

STEP THREE: REVIEW AND SIGN THE AGREEMENT

All those seeking a ROW Permit (which is a revocable license) to use the District's right of way are required to review and consent to the limiting conditions set forth in Rule 40E-6.381, Florida Administrative Code. Please review the conditions carefully as they explain that the ROW Permit can be revoked by the District and set forth your obligations as a permittee.

The screenshot shows the SFWMD Permitting Portal interface. The top navigation bar includes 'SFWMD Permitting Portal', 'Welcome Eliu', and links for 'Contact Us', 'Help', and 'Logoff'. The main header displays 'Application No. 220525-698774 - Transfer for Permit 11284' with 'Save', 'Close', and 'Cancel' buttons. A progress bar at the top indicates four steps: 1. Applicant(s), 2. Documents, 3. Agreement (current), and 4. Payment. The left sidebar contains a menu with options like 'My Dashboard', 'Search Records', 'Apply for ROW Permit (New)', 'Apply for ROW Permit (Modification of Existing)', 'Apply for ROW Permit Transfer', 'Apply for ROW Permit Extension', 'Apply for RAI Extension', 'Request a Pre-Construction Meeting/Inspection', 'Submit a Permit-Required Deliverable', 'Submit Insurance Renewal', 'Make a Payment', 'Questions', and 'Log off'. The main content area is titled 'APPLICANTS FOR RIGHT OF WAY OCCUPANCY PERMITS MUST READ THE FOLLOWING AND CONSENT TO THE LIMITING CONDITIONS AND THE TERMS SET FORTH BELOW.' It features a section titled '40E-6.381. Limiting Conditions' with a paragraph explaining the revocable license and a numbered list of conditions. At the bottom right, there are '<< Back', 'Save', and 'Next >>' buttons.

Scroll to the bottom of the “Agreement” section and click the “Sign & Agree” button, then the “Next” button.

This screenshot shows the bottom portion of the 'Agreement' section in the SFWMD Permitting Portal. It includes a paragraph of legal text and a section titled 'THIS CERTIFICATION AND COMMENT MAY BE SIGNED BY THE APPLICANT OR APPLICANT'S AGENT.' Below this text is a light blue bar containing a 'Print' icon and a 'Sign & Agree' button. At the bottom right of the page, there are '<< Back', 'Save', and 'Next >>' buttons. Two red arrows are drawn over the image: one points from the 'Sign & Agree' button to the 'Next >>' button, and the other points from the 'Next >>' button to the 'Next >>' button. The 'Sign & Agree' button and the 'Next >>' button are both circled in red.

STEP FOUR: MAKE PAYMENT AND SUBMIT APPLICATION

The fee for transfer of a ROW Permit is \$50.00. Payment must be made via credit/debit card or e-check.

Payment is handled by a third-party vendor. The receipt is provided to the payer by the vendor. The District does not have the ability to provide you with a receipt. Please check your email for a digital receipt. A record of payment should also appear on your bank/credit card statement.

When you proceed to “**Add Payment**”, you will be directed to the third-party vendor that will handle the transaction. When completed, you will be directed back to the page below. Click the “**Finish**” button to complete your online filing. You will receive an email advising that your application has been received and is in processing. If anything further is needed, you will be contacted directly.

The screenshot displays the SFWMD Permitting Portal interface. The top navigation bar includes 'SFWMD Permitting Portal', 'Welcome Eliu', and links for 'Contact Us', 'Help', and 'Logoff'. The main header shows 'Application No. 220525-698774 - Transfer for Permit 11284' with 'Save', 'Close', and 'Cancel' buttons. A progress bar indicates four steps: 1. Applicant(s), 2. Documents, 3. Agreement, and 4. Payment. The 'Payment' step is active. Below the progress bar, the 'Total Permit Fee' is \$50.00 and the 'Balance Due' is \$50.00. A red circle highlights the 'Add Payment' button. Below this is a table with columns: Payer, Transaction Type, Transaction Date, Amount, Payment Method, Payment Status, and Transaction Status. The table currently shows 'No Items'. At the bottom right, there are '<< Back', 'Save', and 'Finish' buttons. A red circle highlights the 'Finish' button. Red arrows point from the 'Add Payment' button to the 'Finish' button.

Payer	Transaction Type	Transaction Date	Amount	Payment Method	Payment Status	Transaction Status
No Items						

If you have other questions about the transfer process, District right of way, or ROW E-Permitting, please send them to rowpermits@sfwmd.gov.